

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Don I. Wortman
 Deputy Director for Administration
 7D18 Headquarters

EXTENSION

NO

OL 0 0784

DATE

2/27/80

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDCI
 7E12 Headquarters

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 7E12 Headquarters

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Enclosed is a directive from the President to reduce the mileage traveled by government-owned and leased vehicles by 10% for February and March of this year, as compared to the mileage of the same period last year. Also, for your signature, enclosed is a recommended reply to the Administrator of GSA, as provided for in the President's directive.

There is nothing effective we can do to meet the directive, particularly with such late notification. We could place a moratorium on the use of selected vehicles, reduce shuttle bus service, and issue a directive to cut the use of POV's by 10%; however, it is judged that a true 10% reduction would be difficult to administer on such short notice and would jeopardize our mission to some extent. The recommended reply to the administrator identifies that the Agency is in compliance with the intent of the Presidential directive and lists the changes recently implemented to provide the most fuel effective transportation system that is consistent with our dispersed geographical facilities and our mission.

151
 Don I. Wortman